



## Guideline Submission Checklist

**This document is a checklist for developers to use as a guide for gathering the information required for submission of guidelines to NGC.**

*All submissions should include the following information:*

- Developing/Submitting Organization(s) Identifying Information**
  - Developer organization name
  - Contact name(s)
  - Contact title(s)
  - Full address(es)
  - Telephone number(s)
  - Fax number(s)
  - E-mail address(es)
- A listing of the titles being submitted for consideration**
- Print and/or electronic copies for each guideline submitted.** Electronic copies, or the URL(s) where access can be obtained, are preferred
- Completed NGC Copyright Agreement Form (if applicable).** *Note: For guidelines in the public domain, no copyright permission is required.*

*All of the criteria below must be met for a clinical practice guideline to be included in NGC:*

- Criteria for Inclusion of Clinical Practice Guidelines in NGC** (See the NGC Guideline Submission Kit for a detailed description of the Inclusion Criteria)

**You should be able to demonstrate the following:**

- The clinical practice guideline contains systematically developed statements that include recommendations, strategies, or information that assists physicians and/or other health care practitioners and patients in making decisions about appropriate health care for specific clinical circumstances.
- The clinical practice guideline was produced under the auspices of medical specialty associations; relevant professional societies, public or private organizations, government agencies at the Federal, State, or local level; or health care organizations or plans.
- A systematic literature search and review of existing scientific evidence published in peer reviewed journals was performed during the guideline development.
- The full text guideline is available upon request in print or electronic format (for free or for a fee), in the English language.
- The guideline is current and the most recent version produced.
- The guideline was developed, reviewed, or revised within the last five years.

- **For guidelines more than five (5) years old or nearly five years old, we need to know how the guideline has been reviewed for currency since its original publication.**

You should be able to demonstrate that the guideline is current using one or more of the following:

- A **NEW** systematic literature search (including, searches of electronic databases such as MEDLINE/PubMed, CINAHL, Ovid, Embase, Cochrane databases, etc.) was performed since the original publication of the guideline, and a description of the search is provided.
- An expert committee was convened to review the currency of the guideline(s) since the original publication of the guideline, and a description of the process is provided.
- If an expert committee was convened, the committee reviewed current literature available since the publication of the original guideline, and a description of the process is provided.